

«Sentence Structure»

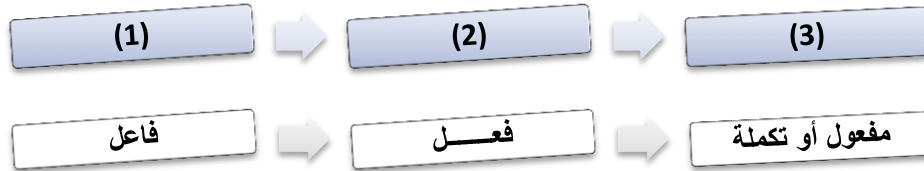
بناء الجملة

- تعتمد كل المهارات اللغوية بالأساس على معرفة الطالب ببناء و أنواع الجملة الانجليزية فلن يستطيع الطالب التعامل مع أي مهارة طالما لا يستطيع أن يكتب جملة بشكل سليم.

1 Simple sentence

الجملة البسيطة

الجملة الانجليزية البسيطة تبدأ بالفاعل ثم الفعل و يجب أن تكون الجملة ذات معنى كامل :



مثال :

- | | | |
|----------------|----------|------------|
| 1. My uncle | died. | |
| 2. Pollution | causes | cancer. |
| 3. The lecture | finished | at 3 pm |
| 4. England | is | in Europe. |

- يجب أن تحتوي الجملة الانجليزية على الأجزاء التالية

- 1) A **subject** (The girl, / I, He, It / Travelling / To travel) **فاعل**
 - **My little brother** travelled to Europe. (اسم)
 - **We** sang a song about summer. (ضمير)
 - **Travelling** has a lot of benefits. (V.ing)
 - **To tell the truth** is always right. (مصدر + To)
 - **What Sara said about her work in the bank** is amazing. (جملة كلمة)

- 2) A **verb** (is, lives, plans, carried, is going to play) **فعل**
 - We **ate** at the restaurant.
 - We **have been listening** to the news all night.
 - I **am going to watch** the film this evening.

3) Make complete sense

لها معنى كامل

- 4) A capital letter at the beginning.

- 5) A full stop at the end.

- **The boy** is talking. - **They** travelled. - **He** has an exam.

ملاحظات على بناء الجملة باللغة الإنجليزية

- ١- يحتاج الفعل إلى مفعول إذا كان متعدياً (Transitive verb)
 - David repaired **his car**. - He invited **Mary** to the party.
 ٢- قد يحتاج الفعل المتعدي إلى مفعولين
 - They sent **Ali a postcard**. - He bought **his family a house**.
 - They sent **a postcard to Ali**.
 - He bought **a house for his family**.
 ٣- المفعول أيضا يمكن أن يكون (اسم - ضمير - مصدر + to - v.ing - جملة كاملة)

- W bought **a camera** (اسم)
- I met **her** at school. (ضمير)
- I enjoy **swimming**. (V.ing)
- She wants **to eat**. (مصدر + to)
- I know **where Ali spent the holiday**. (جملة كاملة)

٤- قد يحتاج الفعل إلى تكملة و ليس إلى مفعول إذا كان لازماً (Intransitive verb)

- Sara seems **tired**.
- They went **to school**.

٥- التكملة بعد الفعل اللازم يمكن أن تكون:

- My father is a **doctor**. (اسم)
- He became **happy**. (صفة)
- The Sun rises **in the East**. (اسم + حرف جر)
- She wasn't **here**. (ظرف)
- The best thing to do is **to study hard**. (مصدر + to)
- My favourite hobby is **reading stories**. (V.ing)
- Money is **what we all like**. (جملة كاملة)

٦- قد يكون الفعل لازماً في جملة أو متعدياً في جملة أخرى

Transitive Verb

Intransitive Verb

- He **ran** the new machinery.
- She **flew** her own kite.
- I want to **drive** your new car.
- He **ran** around the track.
- She **flew** to London last week.
- I want to **drive** to Ashmoun.

- عندما يكون الفاعل و المفعول عبارة عن اسم يمكن أن يسبق بـ (صفة أو أكثر)

- We live in a **wonderful, old house** at the end of the street.

- يمكن للاسم أو الاسم المسبوق بصفة أن يسبق بواحد فقط من الآتي:

(أداة نكرة - أداة معرفة - صفة ملكية - صفة إشارة)

- **A lazy boy** gets up late.
- I answered **the difficult questions** in the exam.
- **My younger sister** got married yesterday.
- **This clever player** scores a lot of goals.

- الصفة أيضاً يمكن أن تكون مسبقة بظرف دال على الدرجة.

- I answered **the extremely difficult questions** in the exam.
- **This very clever player** scores a lot of goals.
- We watched an **terribly boring** film on channel two.

- الفاعل أو المفعول في الجملة قد يكون جملة كاملة و نسميها (Noun clause).

- I don't know **what happened at school yesterday**.
- Sara told us **when she moved to the United States**.
- **Why he did that** is a mystery.

- الفعل أيضاً في الجملة قد يكون له أكثر من جزء (أساسي + مساعد)

- Your exam **starts** at 09.00 لا يوجد مساعد
- They **are coming** to our house on Saturday. مساعد واحد
- They **have been travelling** since last October فاعلين مساعدين
- He **must have been** punished for arriving late. ثلاثة أفعال مساعدة

- يعتمد وجود فعل مساعد أو أكثر من عدمه على **الزمن** المستخدم في الجملة و لذلك إذا كان الفراغ يخص الفعل المساعد يجب تحديد الزمن أولاً.
- الفعل في الجملة يمكن أن نصفه بظرف و ليس بصفة.
- **لاحظ** مكان الظرف من خلال الأمثلة التالية.

- The old woman was walking **slowly**. (Adverb of manner)
- She crossed the street **carefully**. (Adverb of manner)
- She **carefully** crossed the street. (Adverb of manner)
- لا نضع الظرف بين الفعل و المفعول (X)
- She crossed **carefully** the street with her children. (X)
- I look forward to hearing from you **soon**. (Adverb of time)
- The boys are playing **there**. (Adverb of place)
- Children **usually** rush to school in the early morning. (Adverb of frequency)
- من القواعد السابقة نستطيع تحديد أي جزء من أجزاء الكلام نحتاج إليه.

2

Compound sentence

الجملة المركبة

- تتكون الجملة المركبة من جملتين و بينهما رابط مثل (**and , but , or , yet , so**)

- I really need to go to work, but I am too sick to drive.
- He ran out of money, so he had to stop thinking of buying a villa.
- They got there early, and they got really good seats.
- She studied nursing, yet she didn't like this career.
- لاحظ أن هذه الروابط تسبق بـ (**comma**)
- Should we start class now, or wait for everyone to get here?
- We have never been to Asia, nor have we visited Africa.
- He didn't want to go to the dentist, yet he went anyway.
- يمكن أن نربط بين الجملتين بـ (**semicolon**)
- The sky is clear; the stars are twinkling.
- The waves were crashing on the shore; it was a lovely sight.

3

Complex sentence

الجملة المعقدة

- تتكون الجملة المعقدة من جملتين بسيطتين (جملة تابعة للرابط و أخرى أساسية) و بينهما رابط مناسب لهما من حيث المعنى.

- **Although** it was raining, the football match wasn't cancelled.
- When the family arrived at the station, they booked the tickets.
- We'll go to Alex **because** the weather is good there.
- **Before** she comes back home, we'll eat some lunch.
- يمكن أن نستخدم حرف جر بدلاً من الرابط بشرط أن يكون له نفس معنى الرابط و نحول الجملة بعده إلى شبه جملة تبدأ عادة بـ (**اسم / V.ing**)

ملحوظة هامة جداً

- بتحويل الرابط إلى حرف جر و تحويل الجملة بعد الرابط إلى شبه جملة تتحول الجملة المعقدة إلى جملة بسيطة
- **Despite** the rain, the football match was cancelled.
- **On** my family's arrival at the station, they booked the tickets.
- We'll go to Alex **because of** the good weather there.
- **Before** coming back home, we'll eat some lunch.

3 Impersonal pronoun it استخدام it للتقديم و التأخير

يستخدم الضمير الغير شخصي (It) في بداية الجملة الانجليزية عندما يوجد في الجملة العربية تقديم و تأخير بين المبتدأ و الخبر

- Watching football matches **is** always enjoyable.

مشاهدة مباريات كرة القدم **ممتعة** دائما.

- **It is** always enjoyable to watch football matches.

من الممتع دائما **أن نشاهد** مباريات كرة القدم.

- يمكن بعد البدء بـ (صفة + It's) أن نكمل بـ (مصدر + v.ing / to).

- Living in Spain **is great**. = **It's great** living in Spain.

= **It's great** to live in Spain.

- يمكن أن نستخدم (It) كفاعل غير شخصي عند الحديث عن الوقت و الطقس.

- It is raining outside.

- It's windy in the desert, as usual.

- It's freezing in Europe in winter.

- It gets dark much earlier in October.

- It was late in the afternoon, and the sun was beginning to set.

- كما نستخدم (It) كفاعل غير شخصي عندما يكون في نهاية الجملة (جملة كاملة + that).

- It pleases us that Sara has won the first prize. = Sara's winning the first prize pleases us.

- كما نستخدم (It) كفاعل غير شخصي عند بناء الجملة للمجهول و المفعول (جملة كاملة + that).

- We believe that children's behaviour may be affected by their mates.

- It's believed that children's behaviour may be affected by their mates.

- كما نستخدم (It) للتوكيد علي جزء من أجزاء الجملة.

- It was in this city that my father and mother got married.

- يمكن أيضا أن نستخدم (There) كضمير غير شخصي و يترجم بمعنى (هناك)

5 Participle clause

اسم الفاعل أو المفعول

* Present participle clause

- هي مجموعة من الكلمات تبدأ بـ (V.ing) و تستخدم بدلا من جملة كاملة مبنية للمعلوم.

- **As Sara was walking to town yesterday**, she saw two of her friends.

- **Walking to town yesterday**, Sara saw two of her school friends.

- أحيانا يمكن أن نضع هذه العبارات في بداية أو نهاية الجملة.

- He travelled abroad and left his wife alone in Egypt.

- He travelled abroad **leaving his wife alone in Egypt**.

- **Leaving his wife alone in Egypt**. He travelled abroad.

- تستخدم هذه العبارات بدلا من جملة كاملة تبدأ بـ (When / While / As)

- **While she was talking** to her friend, she forgot everything around her.

- **Talking** to her friend she forgot everything around her.

- تستخدم هذه العبارات بدلا من عطف جملتين بـ (and)

- **I opened** the envelope and I found a lot of money.

- **Opening** the envelope, I found a lot of money.

- كما تستخدم هذه العبارات أيضا بدلا من جملة كاملة دالة علي السبب تبدأ بـ (because / since / as)

- **Because he was** very tall, he became a basketball player.

- **Being** very tall, he became a basketball player.

- تستخدم هذه العبارات أيضا بدلا من جملة صفة تبدأ بضمير وصل مستخدم بدلا من فاعل.

- The boy **who carried** a very heavy bag asked me for help.
- The boy **carrying** a very heavy bag asked me for help.
- **Carrying** a very heavy bag. the boy asked me for help.

- ملحوظة هامة جدا : لكي نبدأ بعبارة أولها (V.ing) يجب أن يكون الفاعل في الجملتين **واحد**

- **I heard** the phone ring and **I** picked it up.
- **Hearing** the phone ring, I picked it up.

❌ أخطاء في بناء الجملة الإنجليزية

- دائما ما يقع الطالب في أخطاء في بناء الجملة بسبب تفكيره في الجملة باللغة العربية و ليس اللغة الانجليزية.

1

Sentence Fragment

الجملة الناقصة

* إذا افتقدت الجملة إلي (الفاعل أو الفعل أو المعني الكامل) أصبحت تسمى جملة ناقصة

(Sentence fragment)

- When they arrived at their house. (ليس لها معني كامل)
- Are planning to meet in the morning. (لا يوجد فيها فاعل)
- It important to revise well. (لا يوجد فيها فعل)
- If you pass the test (ليس لها معني كامل)
- All the members of the class (لا يوجد فيها فعل و ليس لها معني كامل)
- Need the materials for the science project. (لا يوجد فيها فاعل)
- تكون الجملة صحيحة عندما تتوفر فيها شروط بنائها و ليس لذلك علاقة بعدد الكلمات في الجملة.
- The extremely beautiful girl whom I saw walking down our street with her family.
- بالرغم من طول هذه الجملة و احتوائها علي معلومات كثيرة ، فهي ليست جملة صحيحة فهي تفتقد إلي المعني الكامل.
- The sun rose. - My uncle died. - Ali has arrived home.
- هذه الجمل صحيحة تماما لأنها تحتوي علي كل مكونات الجملة الانجليزية.

كيف نحول الجمل الناقصة التالية إلى جمل صحيحة في البناء و المعني

لاحظ

Rewrite these fragments to make complete sentences. Possible answers are given.

1. Visited the museum in Cairo.
- **My class** visited the museum in Cairo.
2. Thought about the lives of the early man in the past.
- **Ali** thought about the lives of the early man in the past.
3. All of the students in my class.
- All of the students in my class **enjoyed the movie on MBC.**
4. A huge map of the River Nile.
- A huge map of the River Nile **was on the wall.**
5. This enormous river.
- This enormous river **runs through a lot of African countries.**
6. After the trip, discussed what we had learned.
- After the trip, **we** discussed what we had learned.

2 Run-ons

الجملة المتداخلة

الجملة المتداخلة عبارة عن جملتين أو أكثر تم ربطهم بطريقة خاطئة
مثال : الجملة التالية تحتوي علي فعلين أساسيين

- People travel abroad suffer from a lot of problems.
- نلاحظ أن الجملة قد تكون سليمة من حيث المعنى في اللغة العربية و لكن طالما البناء غير سليم فالجملة غير صحيحة.
- يمكن حل مشكلة الجمل المتداخلة كالآتي:

- ١ - فصل الجملتين عن بعضهما البعض عن طريق استخدام علامات ترقيم مناسبة.
 - ٢ - استخدام رابط مناسب بين الجملتين.
 - ٣ - تحويل إحدى الجملتين إلى شبه جملة بحيث يصبح بالجملة فعل واحد فقط.
- People travel abroad. They suffer from a lot of problems.
 - People who travel abroad suffer from a lot of problems.
 - People travelling abroad suffer from a lot of problems.

3 Incorrect word order

الترتيب الغير صحيح للكلمات في الجملة

* لاحظ الترتيب الصحيح للكلمات الآتية في اللغة الانجليزية:

- ١ - الفاعل يأتي قبل الفعل
 - ٢ - الفعل المساعد يأتي قبل الفاعل في السؤال المباشر
 - ٣ - الفعل المساعد يأتي بعد الفاعل في السؤال الغير المباشر
 - ٤ - الصفة عادة تأتي قبل الاسم
 - ٥ - جملة الصفة دائما تأتي بعد الاسم الذي يوصف بها
 - ٦ - الظرف الدال علي الطريقة يأتي عادة قبل أو بعد الفعل الأساسي أو بعد المفعول
- Want a lot of people to solve the problem of housing. (Incorrect)
 - A lot of people want to solve the problem of housing. (Correct)
 - Where you will spend the summer holiday, Sami? (Incorrect)
 - Where will you spend the summer holiday, Sami? (Correct)
 - Visitors to Luxor often comment on how clean is the city. (Incorrect)
 - Visitors to Luxor often comment on how clean the city is. (Correct)
 - Goods such as vegetables fresh are often shipped by air. (Incorrect)
 - Goods such as fresh vegetables are often shipped by air. (Correct)
 - I took the car to the garage which broke down. (Incorrect)
 - I took the car which broke down to the garage. (correct)
 - We carried carefully the glass. (Incorrect)
 - لا تضع الظرف بين الفعل و المفعول
 - We carried the glass carefully. (Correct)
 - We carefully carried the glass. (Correct)
 - يجب أن نضع الظرف قبل الفعل الأساس إذا لاحظنا أن وجود الظرف في آخر الجملة يعطي معنى مختلف

- We carried the glass which Sara had broken **carefully**.
(Sara broke the glass carefully)
- We **carefully** carried the glass which Sara had broken.
(We carried the glass carefully)

٧- الظرف الدال علي الزمان يأتي في بداية أو نهاية الجملة

- I am going to London **next week**.
- **Next week**, I am going to London.

٨- لاحظ ترتيب الأسماء في حالة الملكية أو (الإضافة)

- boy's ball	كرة الولد	- boys' ball	كرة الأولاد
- The student's homework	واجب الطالب	- The students' homework	واجب الطلبة
- The hotel room	حجرة الفندق	- The room of the hotel	حجرة الفندق
- The car door	باب السيارة	- The door of the car	باب السيارة

4 Verb errors

أخطاء تخص الفعل في الجملة

- الفعل هو أهم جزء في الجملة الانجليزية : يجب أن يكون الفعل في **زمن** مناسب للجملة و متفق مع الفاعل من حيث **العدد و البناء**

- I **have moved** to my present apartment three months **ago**. **moved**
- Each of these ideas **are** very important. **is**
- Our house **cleaned** every day. **is cleaned**
- (الجملة بلا فعل ليست جملة)
- We proud of Mohammed Salah. **(Incorrect)**
- We **are** proud of Mohammed Salah. **(Correct)**
- تجنب كتابة أفعال في أزمنة غير موجودة في اللغة الانجليزية
- I **am agree** with this opinion **agree**
- We **have revising** all our lessons recently. **have revised**

Paragraph

- الفقرة الإنشائية هي مجموعة من الجمل تناقش من خلالها فكرة واحدة فقط.
- لكي تكتب فقرة إنشائية جيداً ، يجب أن تتعرف على أجزائه و خطوات كتابته.



A) parts of a paragraph

أجزاء الفقرة الإنشائية



Topic sentence

الجملة المحورية

تحدد الجملة المحورية الفكرة الرئيسية للفقرة الإنشائية لأن كل موضوع ينبغي أن يحتوي على **فكرة واحدة** فقط فمن الخطأ أن نتكلم عن كل جوانب الموضوع في فقرة واحدة.

Which of the following is a good paragraph?

قارن بين الفقرتين التاليتين و لاحظ أيهما يحتوي على فكرة واحدة.

1. Every morning, **Maha eats a big breakfast**. She works in a bank in New York. Many people work at the bank. Some people go shopping before work. Others go shopping in the morning. On rainy days, they all bring their umbrellas to work.
2. Every morning, **Maha eats a big breakfast**. She eats two eggs, one slice of bread, and a banana. She drinks a glass of orange juice and a big cup of tea. Maha says she is ready to go to work after a good breakfast.

- الفقرة الأولى تحتوي على أفكار كثيرة . الفقرة الثانية فقرة جيدة لأن كل الجمل تناقش فكرة واحدة فقط

* Look at the following title:

Studying abroad

- هذا العنوان يمكن أن نتحدث من خلاله عن أكثر من فكرة:

- أماكن الدراسة بالخارج - شروط الدراسة بالخارج

- مميزات الدراسة بالخارج - الصعوبات التي يواجهها من يدرس بالخارج

- بتحديد الفكرة الرئيسية ، نوضح عن أي شيء سوف نتحدث فنحن لا يمكن أن نتحدث عن كل هذه الأفكار في فقرة واحدة.

Look at the following example:

Students who are studying abroad may face many difficulties.

- الجملة المحورية هذه توضح لنا أن الموضوع هو الدراسة بالخارج.

- كما توضح لنا أيضاً أن الفكرة المسيطرة على الفقرة هي الصعوبات التي يواجهها من يدرس بالخارج.

● Exercise 2

Read about computers and the Internet and circle the best topic for each paragraph.

1. The Internet is not only e-mail. People use the Internet in other ways, too. You can use the Internet to find something in a library. The library can be in any country in the world. Your computer "talks" to the computer at the library. Then you can ask to read books or newspapers at the library. You can also ask the library to send information. The information travels by the Internet to your computer. Then you can use it whenever you want.

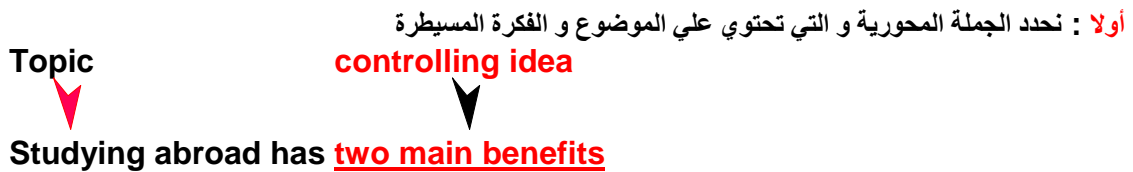
What is the best topic?

- a. Using the Internet for e-mail
- b. Using the library for information
- c. Using the library on the Internet

- Now, let's tackle this paragraph:

هيا نعالج هذا الموضوع

• STUDYING ABROAD



ثانياً : نقوم بتجميع مجموعة من الجمل كأمثلة تثبت ما ذكرناه في الجملة المحورية و هذه الجمل نسميها الجمل الداعمة للموضوع

2 Supporting sentences الجمل الداعمة للموضوع

هي مجموعة من الجمل تشرح و تفسر و تعطي أمثلة توضيحية للجملة المحورية و من خلالها تثبت ما تم ذكره في الجملة المحورية و ذلك بإعطاء أمثلة توضيحية أو أسباب أو نتائج أو حقائق أو مقارنات.

The supporting sentences that explain the **benefits of studying abroad** are:

- People get a better job when they return home

(1st supporting idea)

- Better qualifications & experience mean better pay and promotion

(reason)

- They have a high standard of living

(result)

- Students gain independence

(2nd supporting idea)

- Students have to cope with the challenges of living alone and meeting new people from different cultures.

(example)

- Students will become more confident in their life and relationships

(result)

● Exercise 1

Choose the topic sentence that suits each paragraph

- ابحث دائماً عن الجملة التي تفسرها الجمل الداعمة.

1) When we are sick, they **tell** us what we have. They **give** us medicine and other kinds of treatment. Doctors **examine** us and listen to us tell them how we feel. They **tell** us what is good for us to eat and how we can have better hygiene.

- Doctors work very hard.
- Doctors have an effect upon all our lives.
- Doctors know a lot about medicine.

2) I **love** to see all the **interesting** things there. The city is big, **exciting**, and full of life. I always visit the Egyptian museum and the Citadel. I also visit Khan El Khalili. At night, I go to shows at the theatre. The food in the city is **excellent**, too. I truly enjoy Cairo.

Citadel	القلعة	show	عرض	theatre	مسرح
---------	--------	------	-----	---------	------

- I like to see the Egyptian museum and the Citadel.
- Cairo is a very big city.
- My favorite city in the world is Cairo.

3 Concluding Sentence

الجملة الختامية

- هي جملة **مشابهة** في المعنى للجملة المحورية نلخص من خلالها ما أثبتناه في الجمل الداعمة للموضوع.
The Concluding Sentence of the **benefits of studying abroad** could be:
 - **All in all, it is clear that studying abroad is a beneficial experience.**
 - لاحظ التشابه في المعنى بين الجمل المحورية و الجمل الختامية التالية

1) **Topic Sentence:** Forests are important for life on earth.

Concluding sentence: To sum up, if there were no forests, there would be no life on this planet.

2) **Topic Sentence:** There are some important qualities of a good boss.

Concluding sentence: All in all, a qualified boss should be fair, be a good leader and have a sense of responsibility.

● Exercise 1

Read the paragraph and choose the best concluding sentence.

- **تذكر :** دائما جملة الموضوع و الجملة الختامية وجهان لعملة واحدة فهما يحملان نفس المعنى تقريبا.
 No friend of mine is dearer to me than Seif. I met him at school when we were seven. We were in the same class for ten years! After school, I went to college and Seif started working in a bank. Now he lives in a different city but we see each other every month.

- a. He is very good at football. b. Some friends are worse than enemies.
 c. He will always be my best friend. d. For example, I will see him next week.



Irrelevant sentences

جمل غير مرتبطة بالموضوع

كل جملة داعمة للموضوع يجب أن تكون مرتبطة بالفكرة الرئيسية حتى لا نخرج عن الفكرة : يجب حذف أي جملة لا ترتبط بالفكرة الرئيسية للموضوع لأنها تشتت ذهن القارئ و تبعده عن الفكرة الرئيسية.

يجب ألا تحتوي الفقرة الإنشائية على أي جمل ليس لها علاقة بالفكرة الرئيسية للفقرة

تحذير

لاحظ : الجملة الموضوع تحتها خط ليس لها علاقة بالفكرة الرئيسية للفقرة و لذلك يجب علينا حذفها عند مراجعة الفقرة.

The students in the class come from many different parts of the world. Some are from European countries, such as France, Spain, and Italy. Others are from Middle Eastern countries like Saudi Arabia and Egypt. Still, other students were born in Asian countries, including Japan and China. **Chinese food is delicious.** The largest number of students is from Latin American countries like Mexico, Venezuela and Peru. The class is an interesting mixture of people from many different countries.

- الفقرة التالية هي نموذج للفقرة التي تم مناقشتها في شرح مكونات الفقرة الإنشائية و فيها جملة الموضوع و الجملة الداعمة و الجملة الختامية.

STUDYING ABROAD

Studying abroad has two main benefits. Firstly, people who study abroad can get a better job when they return to their home country. This is because their qualifications and experience mean that they tend to get jobs that are higher paid, and they can also gain promotion quickly. Another advantage of studying abroad is the independence students can gain. For example, students have to cope with the challenges of living alone and meeting new people from different cultures. As a consequence, they will become more confident in their lives and in their relationships with others. **All in all, it is clear that studying abroad is a beneficial experience.**



C) Linking words in a paragraph

كلمات الربط في الفقرة الإنشائية

- هي روابط و عبارات تجعل الفقرة الإنشائية أكثر ترابطاً من حيث الأفكار كما تجعل التراكيب اللغوية متنوعة و غير نمطية

- تساعدنا كلمات الربط في توسيع الجملة و إضافة إليها الكثير من التفاصيل فكتابة الجملة بمكوناتها الرئيسية فقط ينتج عنها جمل محدودة لا تساعد كثيراً في كتابة موضوعات إنشائية جيدة
مثال:

- Our youth can take part in solving our problems.
- الجملة سليمة من حيث البناء و لكن ماذا لو فكرنا أن نعيد صياغتها بالشكل الآتي
- Our youth can take part in solving our problems **because they have the ability to change their countries.**

- إضافة الروابط إلي الجمل الإنشائية يجعلها أكثر تشويقاً و تنوعاً
مثال:

- People need to follow rules of hygiene.
- People **who want to be fit** need to follow rules of hygiene **so that they can enjoy good health.**

* بعد توسيع الجمل باستخدام أدوات الربط يمكن أن نجعل الجملتين جملة واحدة و ذلك بتحويل الرابط إلى حرف جر يحمل نفس معني الرابط فتتحول الجملة بعض الرابط إلى شبه جملة
مثال:

- An increasing number of people use Facebook **because it has several important features.**
- An increasing number of people use Facebook **because of its several important features.**

- **Because of its several important features,** an increasing number of people use Facebook.

- **Having several important features,** Facebook is used by an increasing number of people.

- نلاحظ أن الجمل السابقة متطابقة من حيث المعني علي الرغم من وجود اختلاف في صياغة هذه الجمل و هذا يجعل التراكيب اللغوية متنوعة و غير نمطية.

- Tourism can greatly benefit our country **although it causes a few minor problems.**

- Tourism can greatly benefit our country **despite causing a few minor problems.**

- يتم تحديد كلمات الربط علي حسب العلاقة التي تربط بين الجمل كالآتي:

1 Linking words expressing addition

كلمات الربط التي تعبر عن الإضافة

- تستخدم لربط الجمل ذات الأفكار المتشابهة

- **Pollution** has lots of bad effects on the environment.

- **Pollution** causes lots of problems to our health.

- بدلاً من تكرار الأجزاء المتشابهة ، يمكن استخدام الروابط التالية

• In addition, = Furthermore,

= Besides,.....

= moreover,

- كل هذه الروابط معناها (بالإضافة إلى ذلك) و يأتي بعدها (جملة كاملة)

- **Pollution** has lots of bad effects on the environment. **Furthermore**, It causes lots of problems to our health.

• **not only..... but also** ليس فقط ... و لكن أيضا

- Pollution has lots of bad effects **not only** on the environment **but also** on our health.

• **In addition to = As well as = Besides.. n. / v.ing**

- الكلمات السابقة تعامل كحروف جر و معناها (بالإضافة إلى) و يأتي بعدها (اسم أو v.ing)

- Pollution has lots of bad effects on the environment. It causes lots of problems to our health.

- Pollution causes lots of problems to our health **in addition to** lots of bad effects on the environment.

- لاحظ أيضاً العبارات الآتية التي تستخدم لإضافة فكرة إلى فكرة أخرى

- The next point to consider is

- The next problem to look at is

2 Linking words expressing cause and effect

كلمات الربط التي تعبر عن السبب و النتيجة

• **consequently = as a consequence**

= **as a result = therefore**

= **because of this = for this reason**

= **that's why**

- كل هذه الروابط معناها (وبناءً على ذلك / و لهذا السبب) و يأتي بعدها (جملة كاملة دالة على النتيجة)

- Pollution has lots of bad effects on our health. As a consequence, measures must be taken to cut it.

• **because = since = as = for**

- كل هذه الروابط معناها (لأن) و يأتي بعدها (جملة كاملة دالة على السبب)

- Measures must be taken to cut pollution **as** it has lots of bad effects on our health.

• **because of = due to = owing to**

= **through = on account of = for + n. / v.ing**

- الكلمات السابقة تعامل كحروف جر و معناها (بالإضافة إلى) و يأتي بعدها (اسم أو v.ing)

- Measures must be taken to cut pollution **owing to** its bad effects. on our health.

3 Linking words expressing contrast

كلمات الربط التي تعبر عن التناقض

- تستخدم هذه الروابط بين جمل بينها علاقة سبب و نتيجة عكسية

- The internet has negative aspects on their lives. (سبب)

- People of all ages are in favour of the internet. (نتيجة عكسية)

• **but = however = yet**

= **nevertheless = nonetheless....**

- كل هذه الروابط معناها (و لكن / و مع ذلك) و يأتي بعدها (جملة نتيجة عكسية)

- The internet has negative aspects on people's lives of all ages. **However**, they are in favour of it.

- **although** = **though**
= **even though** = **even if**

- كل هذه الروابط معناها (علي الرغم) و يأتي بعدها (جملة كاملة دالة علي السبب)

- People of all ages are in favour of the internet **although** it has negative aspects on their lives.

- **in spite of** = **despite** = **regardless of**

- الكلمات السابقة تعامل كحروف جر و معناها (علي الرغم من / بغض النظر عن) و يأتي بعدها (اسم أو v.ing)

- People of all ages are in favour of the internet **regardless of** its negative aspects on their lives.

- يمكن أيضا الربط بين الأفكار المتناقضة باستخدام العبارات التالية

- On the one hand but on the other hand
- At this stage it is necessary to consider the opposing point of view.
- There are two opposing points of view on this issue:

4 Linking words expressing purpose

كلمات الربط التي تعبر عن الغرض

- **so that** = **in order that**

- يستخدم كلا الرابطين السابقين بمعنى (لكي) و يأتي بعدها (جملة كاملة دالة علي الغرض)

- We have to double our efforts so that we can put an end to the problem of overpopulation

- **in order to** = **so as to** = **to**

- كل هذه الروابط معناها (لكي) و يأتي بعدها (مصدر)

- We have to double our efforts so as to put an end to the problem of overpopulation.

5 Linking words expressing facts

عبارات الربط التي تستخدم لتقديم الحقائق

تتناسب هذه العبارات مع جملة الموضوع في بداية الفقرة الإنشائية

- It is crystal clear that من الواضح تماماً أن
- It can't be denied that..... لا يمكن لأحد أن ينكر أن
- It goes without saying that من المسلم به أن
- It is taken for granted that..... من المسلم به أن
- I don't exaggerate when I say that.... لا نبالغ عندما نقول أن
- There is no doubt that..... مما لا شك فيه أن

6 Linking words for summarizing

عبارات الربط التي تستخدم لتلخيص الفكرة

تتناسب هذه العبارات مع الجملة الختامية في نهاية الفقرة الإنشائية

- In conclusion - To conclude - To sum up
- So, to recap - in a nutshell - In brief
- In short - All in all

- كل العبارات السابقة متشابهة من حيث المعنى (في الختام / بإيجاز / باختصار) و يأتي بعدها عادة الجملة الختامية

- Everything considered..... أخذاً كل شيء في الاعتبار
- In my opinion, بقدر ما أنا مهتم
- As far as I am concerned.....
- I do believe that

- تستخدم كل العبارات السابقة للتعبير عن وجهة نظر

- These examples show that.....
- We can see that ...

ملحوظة هامة جداً

لا يتم استخدام كلمات و عبارات الربط في الفقرة الإنشائية بشكل عشوائي فيجب أن تستخدم في مكانها الصحيح من حيث المعنى و القواعد اللغوية المستخدمة في الجملة.

● Exercise 3

Choose the correct linking word.

1. We were put in a room overlooking the main road, we had asked for a room at the back of the hotel.
a) so b) although c) yet d) if
2. There was a long queue for taxis. we didn't have to wait very long to get one.
a) Because b) However c) Also d) Despite
3. Our vacation was bad: not only was the food terrible, but the weather was awful
a) as well b) in addition c) even if d) so that
4. The town is perfect if you're looking for a relaxing, peaceful holiday., if you want noisy night life, this isn't the place for you.
a) Also b) Moreover c) On the other hand d) First of all
5. There are very few hotels., we were lucky and we found a room.
a) However b) Though c) Besides d) because
6. The factory provides cheap furniture., it makes doors and windows.
a) in order to b) because c) in addition to d) In addition
7. The factory provides cheap furniture..... doors and windows.
a) in order to b) because c) in addition to d) In addition

browse

يتصفح

security

الأمن

properly

كما ينبغي



D) Punctuation marks

علامات الترقيم

- أسوأ شيء في كتابة الجملة هو أن نتركها بلا ترقيم أو أن نرقم جملة بشكل خاطئ: فالترقيم يؤثر بشكل كبير على معنى الجملة.

- لاحظ كيف تختلف الجمل الآتية في المعنى عندما نغير علامات الترقيم فيها.

- I am sorry you cannot come with us.
- I am sorry. You cannot come with us.
- Did you eat, my friend? - Did you eat my friend?

- و قد يجعل الترقيم المعنى عكسي تماماً

- A woman, without her man, is nothing"
Woman: without her, man is nothing.
- The inspector said, "The teacher is a fool."
"The inspector," said the teacher "is a fool."

- يجب أن نراعي استخدام علامات الترقيم الآتية عند الكتابة

أترك فراغا في أول الفقرة لكي يميز بدايتها

هذا يساعد القارئ في معرفة متى تبدأ فكرة جديدة

1 Indent each paragraph.

California is the most wonderful place to visit because of its weather and its beautiful nature. Visitors to California can find the weather they like.

2 Capitalize the first word of a sentence and the first letter in a name.

ابدأ الجملة و أسماء الأعلام دائما بحرف كبير

- هذا يساعد القارئ في معرفة بداية كل جملة

Advances in technology have made the world seem smaller. For example, a person can have breakfast in New York, board an airplane, and have dinner in Paris. A businesswoman in London

3 Use a full stop / period (.) at the end of a sentence.

استخدم نقطة في نهاية الجمل الخبرية أو الامرية لتساعد القارئ في معرفة أين تنتهي الجملة.

Before the invention of automobiles and airplanes, travel was a slow process. When traveling long distances, families would be out of communication until the travelers reached their destination. Sometimes people lost touch with each other forever.

4 Use a question mark (?) at the end of a question.

استخدم علامة استفهام في نهاية السؤال

Do you know that changing climate affects all aspects on Earth? That's why all countries have to try hard to find a way out.

5 Use a comma (,) to separate more than two ideas in a list.

- استخدم فاصلة عند عطف أكثر من فكرتين

- I invited Mona, Ali, and Samir to the party.
- Suzi wanted the black, green, and blue dresses.
- Amal did her homework, had dinner, and then went to bed.
- Please, could you buy me some eggs, milk, butter and flour.

6 Use a comma (,) after dependent clauses and phrases.

- استخدم فاصلة بعد العبارات و الجمل التابعة و كليهما ليس له معني كامل (إذا كانت في بداية الجملة).

- While Soha was watching a movie, she slept.
- Soha slept while she was watching a movie.
- On my way home, I met an old friend.
- I met an old friend on my way home.

7 Use a Semicolon (;) to separate two related but independent clauses

- استخدم فاصلة منقوطة عندما تنتهي الجملة و لكنها مرتبطة من حيث المعني بالجملة التي تليها.

- Some people work best in the mornings; others do better in the evenings
- It is a fine idea; let us hope that it is going to work.
- Call me tomorrow; I will give you my answer then.

8 Use the colon (:) after a complete sentence to introduce a list of items.

- تستخدم النقطتان لتفصيل القوائم (لعمل تفصيل بعد اجمال)

- You need to bring many things: sleeping bags, pans, and warm clothing.
- I want the following items: pens, paper, and a ruler.
- I want an assistant who can do the following: input data, write reports, and complete tax forms.

9 Use quotation (" ") marks the beginning and end of a quotation or title of a short work.

- استخدم علامات التنصيص عند اقتباس النص كما نجد في الكلام المباشر مثلاً.

- Mona said, "I must sleep early tonight."
- "Home alone" is one of the most fantastic movies I have ever watched.

10 Use an apostrophe (') show where a letter has been omitted and to indicate possession.

- استخدم الفاصلة العليا عند الاختصار أو للدلالة على الملكية.

- I borrowed Mona's dress as it was better than Sara's.
- I've travelled to many places in Egypt.

11 Use exclamation points (!) to show emphasis or surprise.

- استخدم علامة التعجب للتعبير عن المواقف القوية (غضب - دهشة - مفاجأة الخ).

- Look out! The car will hit you.
- Help! Help!
- Shut up!
- That's unbelievable!

Exercise

1

Read the paragraphs. Rewrite all the sentences. Correct the **PUNCTUATION** mistakes.

1) my Mother is my hero. Her ability to understand me is her Strength. Responsibility is a big part of her Life. No matter what the circumstances are. She always gets the job done, She always helped me with My school work. i probablyWould have failed english arabic and math if she hadnt helped me with my homework She is strict, but she always has room for fun

« Essay »

- المقال هو مجموعة من الفقرات الإنشائية المترابطة التي تناقش موضوع ما ذا أفكار متعددة.
- نتبع في كتابة المقال نفس الخطوات الخاصة بكتابة الفقرة الإنشائية مع ضرورة تطوير الجمل الداعمة للموضوع (supporting sentences) إلي فقرات إنشائية مستقلة في داخل المقال عن طريق كتابة مزيد من الأمثلة عن الجمل الداعمة.

مثال :

Write an essay about

The internet in our lives

Step 1

- سنتبع في كتابة هذا الموضوع نفس خطوات الفقرة الإنشائية

اكتب الجملة المحورية a thesis statement (a topic statement):

- الأفضل أن نُسبق جملة الموضوع بجملة أخرى نتحدث عن الموضوع بوجه عام

In recent years, the Internet has become a great part of our lives. More and more people have access to it and have discovered many benefits from using it, but it has some drawbacks.

Step 1

Brainstorm your information:

جمع معلومات عن الموضوع (اعمل عصف ذهني)

- بدلا من التفكير في فكرة واحدة عن الموضوع ، سيكون التركيز علي فكرتين أو أكثر في نفس الموضوع :
- لاحظ أننا سنحدد فكرتين للموضوع : أحدهما نتحدث عن فوائد الانترنت و فكرة أخرى نتحدث عن العيوب
- ثم نتبع نفس الخطوات السالف ذكرها في كتابة الفقرة الإنشائية التي سبق مناقشتها
- المقال الآتي به جملة موضوع عن (مميزات و عيوب الانترنت) يسبقها جملة عامة عن الإنترنت

In recent years, the Internet has become a great part of our lives. More and more people have access to it and have discovered many benefits from using it, but it has some drawbacks.

- فقرة كاملة خاصة بالمميزات و فيها جملة موضوع و جمل داعمة للفكرة

To begin with, the Internet offers us unlimited information and knowledge on just about every topic and access to the Net is easy and fast. Therefore, school children regularly use the web to research school projects or to browse just for fun. Finally, people can communicate with people all over the world with a system called e-mail.

- فقرة كاملة خاصة بالعيوب و فيها جملة موضوع و جمل داعمة للفكرة

However, surfing the internet is not the best way of spending all your free time. Too many hours in front of the screen can damage your eyes. Studies have also shown that people who prefer to spend their evenings in front of their PCs tend to become antisocial. Besides, there are some concerns about security on the Internet because hackers can easily steal valuable personal information such as bank account numbers, etc.

- جملة ختامية تلخص الفكرة الرئيسية (تذكر أنها تحمل نفس معنى جملة الموضوع)

In conclusion, I believe that **despite its disadvantages, the Internet has certainly made life easier and, if it is used properly, it may make our lives better, too.**

ملحوظة هامة - يمكن تخطيط المقال في صورة **نقطة** وليس علي هيئة (cluster gram)

- لاحظ الموضوع الآتي و كيفية تطوير الفكرة الرئيسية إلى أفكار داعمة للموضوع.

Write an essay about

The different ways people can do to keep fit and avoid disease

* نحدد جملة الموضوع و يمكن أن نسبقها بجملة عامة عن الموضوع ثم نحدد الأفكار الرئيسية في الجمل الداعمة للموضوع:

* **Topic sentence:** We can do little things each day to be healthy and fit

* **Supporting ideas:**

- Kick your bad habits
- Practice some good habits

* نقوم بترتيب الأفكار منطقياً ثم توسيعها لكي نجعل جمل الدعم فقرات كاملة بإضافة مزيد من المعلومات و الأمثلة كالاتي:

A. Kick your bad habits

- Smoking
- Drugs
- Staying up late

B. Practice some good habits

- Sleep
- Exercise
- Eat Healthfully

* نحدد جملة ختامية تحتوي علي نفس المعني الموجود في جملة الموضوع.

Concluding sentence: There is always a need to be healthy because unhealthy body will be attacked by many diseases.

فيكون الموضوع مكتملاً كالاتي:

The different ways people can do to keep fit and avoid disease

Health is a crown on the heads of the healthy. It's the little things that you do each day that lead to being healthy and fit. There are many elements that can lead to a healthy lifestyle. Use these tips as a guide on your journey towards good health.

To enjoy good health, you have to cut back on some dangerous habits like smoking, drugs, and staying up late. There's just no way to do any of these in a "healthy" way. It might take some time, but it is a must if you want to lead a healthy lifestyle. There are other things like sugar, caffeine and junk food which become no problem if you eat these from time to time.

On the other hand, Sleep affects our physical and mental health as it allows the body to renew itself in a way it simply cannot when a person is awake. In addition to that, exercise is important for being fit and healthy. Even getting out for a walk a few times a week helps to strengthen the heart and lungs. It also helps combat lots of diseases. Finally, you must eat balanced meals and not overeat. You have no choice but stop eating before you become completely full and give yourself a chance to digest your food.

To sum up, we can say that there is always a need to be healthy because unhealthy body will be attacked by many diseases.

«E-mail»

الإلمام بكيفية كتابة الرسالة الإلكترونية (E-mail) ضروري جداً لكل مستخدمي الإنترنت فهذه الرسائل هي البديل العصري للخطابات التقليدية.

- تتميز الرسالة الإلكترونية (E-mail) بأنها تشبه الخطاب العادي من حيث المحتوى و لكنها تختلف من حيث الشكل و التنظيم.

- تختلف طريقة التعبير باللغة الإنجليزية إذا كانت الرسالة الإلكترونية مرسلة بشكل رسمي (شركة - للتقدم لوظيفة - تقديم شكوى إلخ أو مرسلة بشكل غير رسمي (لصديق أو أحد أفراد الأسرة).

- في الرسائل الغير رسمية يوجد اختصار للكلمات و لا يوجد فيها دقة لغوية من حيث القواعد و الترقيم و الهجاء و اختيار الكلمات و التعبيرات اللغوية العامية المستخدمة في الحياة اليومية.

Example

Hi Mona,

I miss u so much! Can't wait to see you on Friday!! We haven't hung out in so long! I miss my bestie! Maybe we can go to the movies or dinner or just chill and watch TV, whichever you want

Love ya, Dalia

- في الرسائل الرسمية لا يوجد اختصار للكلمات و تتسم بالدقة اللغوية من حيث القواعد و الترقيم و الهجاء و اختيار الكلمات و التعبيرات اللغوية الفصيحة لغوياً.

Example

Dear Professor Johnson,

I was unable to attend class today due to a doctor's appointment. When you have a moment, could you please let me know what I missed and what homework I need to have completed for Friday?

Thank you,

Julia Smith

أجزاء الرسالة الإلكترونية

١. التحية

- نستخدم الآتي عند التحية بشكل في الرسائل الغير رسمية. (Informal)

- Hi there Mona,
- Hello Adel,
- Dear Mum,

- و في الرسائل الرسمية. (Formal) نستخدم

- Dear Sir / Madam,
- Dear Sir or Madam,
- To whom it may concern إلي من يههم الأمر
- Dear Mr / Ms Jones,
- Dear Dr Smith,

٢. المقدمة

- مقدمة الرسالة الإلكترونية (E-mail) مختصرة دائماً و نستخدمها عادةً في الرسائل الغير رسمية أما في الرسائل الرسمية فندخل مباشرة في الموضوع.

- إذا أردت أن تكتب مقدمة ، فيجب اختيار المقدمة بما يتناسب مع موضوع الرسالة.

Examples

- How are you? / How have the family been? / How's it going? / I hope you are all well.
- Thank you / Many thanks for your (recent / last) e-mail.
- It was good / nice / great to hear from you again.
- I was so surprised to hear that...
- I'm sorry I haven't written / haven't been in touch for such a long time.
- It's ages since I've heard from you. I hope you're well / you and your family are well.
- How are things? / How are you?
- I hope you are doing well.

- و في الرسائل الرسمية نستخدم في المقدمة

- I am writing to make a reservation / to apply for the position of.../ to confirm my booking/ to ask for further information about ...
- I am writing with regard to the sale of .../ to the complaint you made on 29th February
- With reference to our telephone conversation on Friday, I would like to let you know that...

٣. الغرض

- الرسالة الإلكترونية نوع من أنواع الكتابة مثل الفقرة الإنشائية و إن كان هناك اختلاف في الشكل و لذلك عند كتابة الغرض من الرسالة يجب أن نتبع كثيرا من خطوات كتابة الفقرة الإنشائية مثل العصف الذهني و تنظيم الأفكار و كتابة مسودة و تصحيح الأخطاء.
- في الغرض نكتب فقرة أو أكثر علي حسب طبيعة الموضوع بنفس طريقة الفقرة الإنشائية و نعطي فيها تفاصيل الموضوع
- هناك عبارات ندخل فيها إلي الموضوع علي حسب الغرض من الرسالة كالاتي:

١ Polite Request الطلب المهدب

- I'm writing to ask for your help. = I'm writing to ask you if you could do me a favour.
- I wonder if (I was just wondering if) you could help me (do me a favour).
- I hope you don't mind me asking but could you (possibly)?
- I'd be very / really grateful if you could
- Would you mind(sending me some)?
- I'd really appreciate if you could (help me

٢ Apologizing الاعتذار

- I'm writing to apologise for (missing your party but I'm afraid I was with flu.)
- I'm really sorry that(I forgot to send you a birthday card but I was busy with my new job.)
- I was sorry to hear about.....
- (First of all) I would like to apologise for.....

٦ Making a complaint تقديم شكوى

- I'm afraid I was not (very) happy with.....
- Unfortunately, was not (really) what I expected.
- I'm afraid I was not (completely/ fully) satisfied with.....
- I am writing to express my dissatisfaction with... / to complain about...
- I regret to say that I was not completely satisfied with (the room you provided us.)

- I would like to receive a full refund and compensation for
- I am interested to hear how your company can compensate us for the distress we suffered.

٤. الخاتمة

- في الخاتمة نستخدم العبارات التالية

- Bye
- Best wishes
- Love,
- Yours,
- Lots of love
- All the best
- Take care,
- Yours Truly,

- وفي الرسائل الرسمية نستخدم في الخاتمة

- Thank you for your time and I look forward to hearing back from you.
- Waiting for your kind reply, I remain.
- Thank you for your assistance with...
- Please feel free to call or email me if you have any questions.
- I would appreciate it if this could be taken care of promptly **سريعا - فورا**
- **Yours faithfully** **المخلص**, (when you start with **Dear Sir/ Madam**,)
- **Yours sincerely** **المخلص**, (when you start with **the name** e.g. Dear Ms Collins)
- Sincerely

- لاحظ الفارق في استخدام اللغة بين الرسالتين الآتيتين:

Informal E-mail

Hi Mona,

I miss you so much! Can't wait to see you on Friday! We haven't hung out for so long! Maybe we can go to the movies or dinner or just relax and watch TV drinking some tea and having fun. whichever you want.

Lots of love,

Amal

Formal E-mail

Dear Sir,

I am writing to ask for some advice about memory sticks **فلاشات**. I use mine to keep a copy of my data, in case something goes wrong with my computer. However, I was told that memory sticks are unreliable and are easily damaged by anything magnetic, or by going through scanners, at airports, for example. Could you please clarify for me whether this is true? I have a new job that requires me to travel regularly, and I have to take my memory stick on trips.

Waiting for your kind reply, I remain.

Yours faithfully,

Ahmed Zaki

Exercises on sentence structure and the writing skill

TEST 1

Choose the correct answer

1. Select the supporting detail that doesn't fit the following topic Sentence:

"Football is my favorite sport."

- a) Football is exciting to watch.
- b) The game is easy to learn.
- c) Football doesn't require expensive equipment.
- d) Many people get hurt playing football.

2. "She experienced the worst time of her life in the hospital" Which word is an adjective?

- a) life
- b) hospital
- c) experienced
- d) worst

3. What is the last paragraph in the essay called?

- a) conclusion
- b) body paragraph
- c) Irrelevant sentence
- d) introduction

4. " which bit me / This is / yesterday / dog / Adel's."

The sentence that has the correct order of the words and phrases above is

- a) This is dog Adel's which bit me yesterday.
- b) This is Adel's dog which bit me yesterday.
- c) This yesterday is Adel's dog which bit me.
- d) This is Adel's dog yesterday which bit me.

5. "In recent years, there has been a growing interest in giving due care to health education and preventive measures." This could be a part of article about

- a) Chronic diseases
- b) The role of education
- c) Health is better than wealth
- d) Prevention is better than cure

6. Which choice is the correct start for the following sentence?

..... sick, Sam left school early.

- a) Feeling
- b) He felt
- c) Felt
- d) Although he felt

7. Which of the following is correctly structured?

- a) I don't want to lose my passport, I gave it to my father.
- b) Not wanting to lose my passport, I gave it to my father.
- c) Don't wanting to lose my passport, I gave it to my father.
- d) As didn't wanting to lose my passport, I gave it to my father.

8. Which of the following is **incorrectly** structured?

- a) He got the job despite not having much experience.
- b) He got the job despite doesn't have much experience.
- c) He got the job although he does not having much experience.
- d) He does not having much experience. However, he got the job.

9. Which of the following sentences has the perfect punctuation?

- a) My father who works in Cairo is very hardworking.
- b) My friend who works in Cairo is very hardworking.
- c) Cairo which is overcrowded faces many problems.
- d) The girl; who won the race was over the moon

10. Which part of speech is incorrect in the following sentence?

Your answer to the math problem doesn't make no sense to me.

- a) to
- b) doesn't
- c) no
- d) me

TEST 2

Choose the correct answer

1. Which choice is the correct start for the following sentence?
..... that gave me the present?
a) My sister the person b) My sister was
c) It was my sister d) My sister
2. "It is common for them to give up work once they have children and devote their time to caring for their children." This could be a part of article about
a) Work-life balance b) Difficulties working women face.
c) Unemployment d) Childhood
3. Which of the following is correctly structured?
a) Keep an eye on the sauce so that it doesn't burn.
b) Keep an eye on the sauce so that doesn't burn.
c) Keep an eye on the sauce so as to not burn.
d) Keep an eye on the sauce so that not burning.
4. "Despite being on a diet, I'm going to have a big meal tonight."
The linking word "despite" can be replaced by
a) Because of b) As a result of c) In case of d) In spite of
5. Which of these sentences doesn't use a part of speech correctly?
a) Maria, who is in my class, drinks coffee everyday.
b) Maria visits her uncle every day.
c) Every day, she walks early to school.
d) We do our best to solve our everyday problems.
6. Adverbs are usually used to describe
a) nouns b) verbs c) linking words d) connectors
7. Which part of speech is incorrect in the following sentence?
I, as well as Ali, have tried to left the heavy bag, but in vain.
a) well b) have c) left d) in
8. "stay in Luxor / your family / How/ will / long?"
The sentence that has the correct order of the words and phrases above is
a) How will your family stay in Luxor long?
b) How long your family will stay in Luxor?
c) How will long your family stay in Luxor?
d) How long will your family stay in Luxor?
9. Which of the following is punctuated correctly?
a) Mohammed Ali, Sadat, Mubarak. all these great people ruled Egypt.
b) Mohammed Ali, Sadat, Mubarak, all these great people ruled Egypt.
c) Mohammed Ali, Sadat, Mubarak: all these great people ruled Egypt.
d) Mohammed Ali, Sadat, Mubarak! all these great people ruled Egypt.
10. Intransitive verbs stand alone. This means they can't be followed by a/an
a) object b) verb c) subject d) adverb

TEST 3

Choose the correct answer

1. "The technician is going to perform a **check** on the car." The word "check" is used as a /
an
a) noun b) adverb c) connector d) adjective
2. Which could be the best concluding sentence for the following topic sentence?
Not everything learned is contained in books.

- a) Books are the treasure of knowledge.
 - b) Experience is the best teacher.
 - c) Books have numerous benefits.
 - d) Reading can replace learning by experience.
3. Which of the following is correctly structured?
- a) Having been told to do the dishes, Sara entered the kitchen with a frown.
 - b) Having told to do the dishes, Sara entered the kitchen with a frown.
 - c) As she told to do the dishes, Sara entered the kitchen with a frown.
 - d) She was told to do the dishes, Sara entered the kitchen with a frown.
4. If you think that the words of the other writer are too complex, you can them.
- a) neglect
 - b) summarize
 - c) pronounce
 - d) paraphrase
5. Which of these sentences doesn't use a part of speech correctly?
- a) After I ate lunch, I went to the movies.
 - b) We eight dinner earlier than usual.
 - c) She has eight friends. All of them are polite.
 - d) I ate a lot, which made me feel sick.
6. Which of the following sentences has the perfect punctuation?
- a) Do come in, please.
 - b) Do the homework before you go to bed?
 - c) Do they return home late.
 - d) Do your best to succeed?
7. " Some people relax by watching movies, reading or surfing the internet. " This could be a part of article about
- a) Activities done at leisure
 - b) Drawbacks of the internet
 - c) Activities done at work
 - d) Movies in our lives
8. Which of the following is **incorrectly** structured?
- a) It was a film very violent and I no liked it.
 - b) The film was very violent and I didn't liked it.
 - c) I didn't liked the film as it was very violent.
 - d) I didn't liked the film because of its being violent.
9. "said that / she had / made mistakes / calmly / She / in the exam."
- The sentence that has the correct order of the words and phrases above is
- a) She said that she had made mistakes calmly in the exam.
 - b) She calmly said that she had made mistakes in the exam.
 - c) She said that she calmly had made mistakes in the exam.
 - d) She said that she had made calmly mistakes in the exam.
10. Which of the following sentences has the perfect punctuation?
- a) After a long struggle. he was awarded a degree by Cairo University.
 - b) After a long struggle: he was awarded a degree by Cairo University.
 - c) After a long struggle he was awarded a degree by Cairo University.
 - d) After a long struggle; he was awarded a degree by Cairo University.

TEST 4

Choose the correct answer

1. Which choice is the correct start for the following sentence?
..... that she's doing more exercise.
 - a) It's well
 - b) It's good
 - c) Good
 - d) What is good
2. He never talks about his private life **so as to** protect his family.
The transition word "**so as to**" can be replaced by
- a) in addition to
 - b) not to
 - c) in order to
 - d) due to
3. " house / parents' / is a / very / old / My / one."

The sentence that has the correct order of the words and phrases above is

- a) My house parents' is a very old one. b) My house parents' is a very old one.
 c) Is My parents' house a very old one. d) My parents' house is a very one old.
4. In an informal email, you will conclude it with ".....",
 a) Bye b) Yours sincerely c) Yours faithfully d) Dear Sir& Madame
5. Which choice is the correct start for the following sentence?
 your car mended before you travel to Alex.
 a) Has b) Have c) Having d) You must
6. " On the other hand, journeys have some disadvantages. Firstly, the cost is often quite high." This could be a part of article about
 a) How to prepare for a journey. b) The high cost of living.
 c) disadvantages of journeys. d) Travelling is a mixed blessing.
7. Which part of speech must be added in the space provided so that the sentence will be correct?
 "What will you do you finish university?"
 a) A noun b) An adjective c) A verb d) A linking word
8. Which of the following is punctuated correctly?
 a) If you are watching a tennis match, its advisable to keep quite.
 b) If you are watching a tennis match, it's advisable to keep quite.
 c) If you are watching a tennis match, its' advisable to keep quite.
 d) If you are watching a tennis match, It's advisable to keep quite.
9. Which sentence is written in passive voice?
 a) I didn't liked the concert very much, so I left early.
 b) I have never tried Japanese food
 c) I was eager to watch the movie.
 d) I wasn't treated well at school.
10. Which part of speech is incorrect in the following sentence?
 He feels board as he has been living alone since his wife died.
 a) board b) has been living c) since d) died

TEST 5

Choose the correct answer

1. Select the supporting detail that doesn't fit the following topic Sentence:
 "I love to watch science fiction movies."
 a) Science fiction can tell us a lot about what tomorrow's world may be like.
 b) Science fiction movies can teach us about science sometimes.
 c) Movies are too expensive nowadays.
 d) It is exciting to see the new ideas the writers come up with.
2. "He took her valuable books, not mine." Which word is a possessive adjective?
 a) He b) mine c) her d) valuable
3. When you write an essay or paragraph, you start with a/an sentence.
 a) support b) introduction c) conclusion d) irrelevant
4. Which of these sentences doesn't use a part of speech correctly?
 a) I usually seat by the sea and enjoyed fresh air.
 b) The sun sets at dawn.
 c) When Ali arrives, he sits beside me.
 d) As soon as he sat beside me, I told him my news.

5. " Finally, they can save lives. For example, if there is an accident, help can be called immediately, wherever the accident takes place. " This could be a part of article about

- a) The role of doctors in our society b) The white army
c) Smart phones d) Road accidents

6. Which of the following is **incorrectly** structured?

- a) After I had had a good time at the club, I went home.
b) After I had a good time at the club, I went home.
c) After having a good time at the club, I went home.
d) After I having a good time at the club, I went home.

7. Which of the following sentences has the perfect punctuation?

- a) Children's shoes are usually very small.
b) Childrens shoes are usually very small.
c) Childrens' shoes are usually very small.
d) Children,s shoes are usually very small.

8. " room / girl / opened / little / The / the / door / very."

The sentence that has the correct order of the words and phrases above is

- a) The very little girl opened the door room.
b) The girl little very opened the room door.
c) The very little girl opened the room door.
d) The little very girl opened the room door.

9. An adjective can be defined as

- a) a word that describes a verb. b) a word that describes a person, a thing, etc ...
c) a word that describes an adverb. d) a word that can be used after a verb.

10. Which part of speech is incorrect in the following sentence?

Since I have some extra money, I will by some expensive shoes.

- a) have b) will c) by d) expensive

TEST 6

Choose the correct answer

1. Which could be the best concluding sentence for the following topic sentence?

"Forests are important for life on earth."

- a) Forests has several kinds
b) Forests contain a lot of species of plants and animals.
c) Man has destroyed a big part of forests
d) If there were no forests, there would be no life on this planet.

2. Which of the following is correctly structured?

- a) I went to England before, I knew where to find a good hotel.
b) Having been travelled to England before, I knew where to find a good hotel.
c) Having to go to England before, I knew where to find a good hotel.
d) Having been to England before, I knew where to find a good hotel.

3. A perfect paragraph must cover

- a) just one idea c) more than three ideas
b) just two ideas d) several ideas

4. "They were certainly there, **for** I saw them." The word "**for**" is used as a / an

- a) adverb b) verb c) preposition d) conjunction

5. Which of these sentences doesn't use a part of speech correctly?

- a) I failed to catch the bus. b) I felt sad when I heard the news.
c) I filled my bags with lots of goods. d) Ali fill in a big hole on his way home.

6. " It costs billions of dollars to send astronauts to the moon, but all they brought back were some worthless rocks. " This could be a part of article about
- a) How hard an astronaut's life is b) Kinds of rocks
c) Between the sun and the Earth. d) Is space exploration a blessing or a curse?
7. Which part of speech must be added in the space provided so that the sentence will be correct?
"Where you go last night? I looked everywhere for you."
- a) A noun c) A connector b) An auxiliary verb d) A preposition
8. Which part of speech is incorrect in the following sentence?
What affect did that bad news have on your family?
- a) affect b) that c) have d) your
9. Which of the following is punctuated correctly?
- a) stop it I said, don't ever do that again.
b) Stop it! I said, Don't ever do that again.
c) "Stop it!" I said, "Don't ever do that again."
d) "Stop it! I said, Don't ever do that again."
10. To be complete, a sentence must include which three components?
- a) A subject, a verb, and a complete thought
b) A noun, a verb, and a period at the end
c) A subject, an adjective, and a preposition
d) A verb, a pronoun, and an adjective

TEST 7

Choose the correct answer

1. Which part of speech is incorrect in the following sentence?
I'd like to buy the following items: butter, sugar, and floor.
- a) I'd b) to buy c) : d) floor
2. They had to study hard **in order that** he could get high marks.
The linking word "**in order that**" can be replaced by
- a) so that b) moreover c) unless d) however
3. When you conclude writing your essay, you should.....
- a) summarize its content b) develop the main idea
c) make the end open d) put a full stop
4. Which choice is the correct start for the following sentence?
..... nice to talk with them again.
- a) What b) It c) It was d) Was it
5. "They learn to live on their own and take care of themselves without having their family always nearby. " This could be a part of article about
- a) Studying abroad. b) Children with learning difficulties.
c) Studying foreign languages d) Family problems
6. Which choice is the correct start for the following sentence?
..... by Hala's work, the teacher gave her the highest mark.
- a) Impressing b) Impress c) Impression d) Impressed
7. Which of these sentences doesn't use the transition word correctly?
- a) I'm really hungry though I had a big breakfast.
b) I had a big breakfast though I'm really hungry.
c) I had a big breakfast. However, I'm really hungry.
d) I had a big breakfast. but, I'm really hungry.
8. Which of the following is **incorrectly** structured?

- a) My English teacher has lived in Italy for fifteen years.
 b) My English teacher lives in Italy for fifteen years.
 c) My English teacher has been living in Italy for fifteen years.
 d) My English teacher has lived in Italy since 2006.
9. Which choice is the correct start for the following sentence?
 thought to have deserted his family.
 a) He is b) He c) It's d) That he thought
10. Sport is good for you in different ways.
 All the following sentences can be used as support sentences except
 a) It helps you to be more confident.
 b) One can get injured while practicing a sport.
 c) I also prefer running and cycling in a group.
 d) Sport also keeps you fit and healthy.

TEST 8

Choose the correct answer

1. Which could be the best concluding sentence for the following topic sentence?
 There are some important qualities of a good boss.
 a) Certain traits can distinguish successful leaders.
 b) Leaders must respect employees
 c) Some leaders may mistreat workers.
 d) Good leaders have to force employees to do more work.
2. A verb can be called "**transitive**" because it is used with a/an.....
 a) adverb b) object c) article d) linking word
3. What are the middle paragraphs in the essay called?
 a) introduction b) conclusion c) body paragraphs d) topic sentence
4. "Her name was spelled **wrong** on the form." Which part of speech is the word "**wrong**"?
 a) preposition b) verb c) adjective d) adverb
5. "Secondly, governments must educate people to limit the size of the family." This could be a part of article about the problem of
 a) Pollution b) Natural resources
 c) Over population d) Living in a big city
6. Which of the following is correctly structured?
 a) Heard the bad news, my sister wanted to cry.
 b) She heard the bad news, my sister wanted to cry.
 c) After she has heard the bad news, my sister wanted to cry.
 d) Hearing the bad news, my sister wanted to cry.
7. Which could be the best topic sentence for the following paragraph?
 " When we are sick, they tell us what we have. They give us medicine and other kinds of treatment. Doctors examine us and listen to us tell them how we feel. They tell us what is good for us to eat and how we can have better hygiene."
 a) Doctors work very hard. b) Doctors have an effect upon all our lives.
 c) Doctors know a lot about medicine. d) Doctors can earn much money.
8. Which part of speech must be added in the space provided so that the sentence will be correct?
 "While Samar was going home yesterday, she had accident"
 a) A noun c) A verb b) An article d) A linking word
9. Which part of speech is incorrect in the following sentence?
 While her walk across the extremely crowded street, the bus hit her.
 a) While b) across c) extremely d) hit

10. Which of the following sentences is punctuated correctly?

- a) You said that I could go didn't you. b) You said that I could go didnt you?
c) You said that I could go: didnt you? d) You said that I could go, didn't you?

TEST 9

Choose the correct answer

1. Which choice is the correct start for the following sentence?

..... is quite likely, so please do start without us.

- a) Will be late b) What we will be late
c) We will be late d) That we will be late

2. We always lock all the windows **since** there are thieves near here.

The linking word "since" can be replaced by

- a) because of b) as c) besides d) consequently

3. Which of the following is correctly structured?

- a) I wish you good luck. b) I wish you have good luck.
c) I wish you will have good luck. d) I wish you are having good luck.

4. We use "yours sincerely" in a/an email.

- a) formal b) informal c) friendly d) oral

5. Which of the following is **incorrectly** structured?

- a) Sara told me some news. b) Sara told me a piece of news.
c) Sara told me some pieces of news. d) Sara told me a news.

6. "In this short time, it has made a great effect on our lives." This could be a part of articles about all the following topics except

- a) Drug addiction b) The internet
c) The computer d) The smart phone

7. The part of speech that joins words, phrases, or clauses together is called

- a) an adverb b) a conjunction c) a pronoun d) a preposition

8. Which of these sentences is a complete sentence?

- a) That my sister is in hospital. b) Decided to leave for London.
c) My uncle has died d) When I finish my study.

9. Which part of speech is incorrect in the following sentence?

She belongs to an organization that specializes in saving in danger species.

- a) to b) that c) in saving d) in danger

10. Which of the following sentences has the perfect punctuation?

- a) Lately, I have had only one thing to worry about: my health.
b) Lately I have had only one thing to worry about my health.
c) Lately, I have had only one thing to worry about. my health.
d) Lately. I have had only one thing to worry about of, my health.

TEST 10

Choose the correct answer

1. Select the supporting detail that doesn't fit the following topic Sentence:

"Drunken drivers should be punished severely."

- a) It's okay to drive if you drink just a little bit.
b) Many people are hurt and killed by drunk drivers.
c) Drunken drivers can cause many accidents.
d) Drunken drivers can put others' lives in danger.

2. Which of these sentences doesn't use a part of speech correctly?

- a) We enjoyed the meal so that the wonderful cooking.
 - b) We enjoyed the meal although the wonderful cooking.
 - c) We enjoyed the meal because the wonderful cooking.
 - d) We enjoyed the meal because of the wonderful cooking.
3. What is an essay?
- a) A group of irrelevant sentences.
 - b) A group of sentences about one main idea.
 - c) A group of ideas in a paragraph.
 - d) A group of paragraphs about one main idea.
4. Which choice is the correct start for the following sentence?
..... received the reward, I gave up hope.
- a) Having
 - b) Not having
 - c) Have
 - d) Don't have
5. Adjectives and adverbs are usually placed
- a) in a noun phrase
 - b) next to the word or words they describe
 - c) at the beginning of a sentence
 - d) in the middle of a sentence
6. In an essay, lies between the introduction and the conclusion.
- a) a summary
 - b) irrelevant sentences
 - c) body paragraphs
 - d) Paraphrase
7. Which part of speech is incorrect in the following sentence?
My cousin would like to marry a girl that is taller than he.
- a) to marry
 - b) that
 - c) taller
 - d) he
8. Select the supporting detail that doesn't fit the following topic sentence:
"There are many differences between cats and dogs."
- a) Cats can be trained to use a litter box inside.
 - b) Dogs have to be let outside to use the bathroom.
 - c) They're both pets that people have.
 - d) Dogs need to be taken on walks, and cats don't.
9. "If you think I'm going to change my mind, you're **wrong**!" Which part of speech is the word "**wrong**"?
- a) preposition
 - b) verb
 - c) adjective
 - d) adverb
10. Which of the following sentences has the perfect punctuation?
- a) Is that book your's?
 - b) Is that book yours?
 - c) Is that book your's.
 - d) Is that book your's.

TEST 11

Choose the correct answer

1. Which choice is the correct start for the following sentence?
..... that we should all swim across the lake before breakfast.
 - a) Decided
 - b) We has decided
 - c) It was decided
 - d) We are decided
2. My brother's saving **for** a new bike. The linking word "**for**" can be replaced by
- a) to buy
 - b) so as that he can buy
 - c) so that buy
 - d) in order that he could
3. Which of the following is correctly structured?
- a) Maria, that is in my class, drinks coffee every day.
 - b) Maria, who is in my class, drinks coffee every day.
 - c) Maria, whom is in my class, drinks coffee every day.
 - d) Maria is in my class drinks coffee every day.
4. Which sentence has the correct negative form?
- a) Don't let's waste any more time on this project.
 - b) Don't we waste any more time on this project.
 - c) Let's no waste any more time on this project.

- d) Let's not waste any more time on this project.
5. Which of the following is **incorrectly** structured?
- a) No sooner had I heard the news than I got a shock.
 b) No sooner did I hear the news than I got a shock.
 c) I had no sooner heard the news than I got a shock.
 d) No sooner I had heard the news than I got a shock.
6. Which of the following marks expresses surprise?
- a) a period b) a comma c) an exclamation mark d) a question mark
7. "You have to cut back on some dangerous habits like smoking, drugs, and staying up late." This could be a part of article about
- a) Smoking b) Teenagers' ambitions
 c) The bad effects of drugs d) How to keep fit and avoid disease
8. "anyone / a pen / does / have / I / can / borrow?"
 The sentence that has the correct order of the words and phrases above is
- a) Have anyone does a pen I can borrow?
 b) Does have anyone a pen I can borrow?
 c) Does anyone have a pen I can borrow?
 d) Does anyone have a pen can I borrow?
9. "I don't chew the food enough, **that's why** I get indigestion." The linking word **that's why** can be replaced all the following except
- a) so b) for this reason c) as a result d) although
10. Which of the following sentences has the perfect punctuation?
- a) Have your room cleaned as soon as possible?
 b) Have your friends attended the party.
 c) Have you ever been to Europe?
 d) Have you revised the report yet.

TEST 12

Choose the correct answer

1. Select the supporting detail that doesn't fit the following topic Sentence:
 "There are many things you can do to help our environment."
- a) I don't think that recycling can help the earth's environment
 b) It's a good idea to reduce the amount of rubbish we produce.
 c) This enables us to buy products made from recycled paper.
 d) You can recycle newspapers, plastic and aluminum cans.
2. Name the part of speech of the underlined word in the sentence:
 "The newspaper arrives in the early morning."
- a) preposition b) verb c) adjective d) adverb
3. What is a paragraph?
- a) A group of ideas in a report. b) A group of sentences about one main idea.
 c) A group of topics about one main idea. d) A group of irrelevant sentences.
4. What sentence below is the best topic sentence for the other sentences?
- a) I grilled the fish b) I made dinner for my family.
 c) I made the rice. d) I peeled the carrots.
5. Which of the following is punctuated correctly?
- a) Although you may be right I cannot believe you.
 b) Although you may be right, I cannot believe you.
 c) Although you may be right: I cannot believe you.
 d) Although you may be right. I cannot believe you.

- a) comma b) full stop c) apostrophe d) question mark

9. " that was delicious / the waiter / a meal / to the guest / presented."

The sentence that has the correct order of the words and phrases above is

- a) The waiter presented a meal to the guest that was delicious.
b) The waiter presented a meal that was delicious to the guest.
c) The waiter that was delicious presented a meal to the guest.
d) The waiter presented the guest to a meal that was delicious.

10. Which sentence needs a question mark?

- a) In which country did coffee originate?
b) In the summer, most Egyptians go to Alex?
c) Brazil is the country in which coffee originated?
d) What has happened at school may have upset your father?

TEST 14

Choose the correct answer

1. " in my country / need / to live in peace / all people."

The sentence that has the correct order of the words and phrases above is

- a) Need all people in my country to live in peace.
b) All people in my country need to live in peace.
c) Need all people to live in peace in my country.
d) Need to live in peace all people in my country.

2. Which could be the best concluding sentence for the following topic sentence?

No friend of mine is dearer to me than Mr. Waleed.

- a) He is very good at football.
b) Some friends are worse than enemies.
c) For example, I will see him next week.
d) He will always be my best friend.

3. Name the part of speech of the underlined word in the sentence:

"He isn't paid by the hour. He gets a daily wage."

- a) preposition b) verb c) adjective d) adverb

4. Which of the following is correctly structured?

- a) In the morning, she wake up and has the breakfast.
b) In the morning, she wakes up and has breakfast.
c) In the morning, she wakes up and had breakfast.
d) In the morning, she wakes up and is having breakfast.

5. Which of the following linking words can express result?

- a) In case of b) In the hope that c) Consequently d) Nevertheless

6. Which part of speech is incorrect in the following sentence?

The woman looked angry when her glasses was broken.

- a) looked b) angry c) glasses d) was

7. Which sentence needs a comma?

- a) You can offer me advice but that doesn't mean I will follow it.
b) I'll go to bed if I'm tired.
c) She returns home when she finishes work.
d) She met her uncle while she was in Cairo.

8. " you / have / Which / subjects / studied / at university?"

The sentence that has the correct order of the words and phrases above is

- a) Which subjects you have studied at university?
b) Which have subjects you studied at university?
c) Which have you studied subjects at university?

- d) Which subjects have you studied at university?
 9. Which sentence doesn't end with a question mark?
 a) What time do you get up? b) Could you tell me what time you get up?
 c) I want to know when you get up? d) Is it OK if you tell me when you get up?
 10. Neither the boss nor the employee are available for work.
 a) Neither b) are c) available d) for

TEST 15

Choose the correct answer

- Select the supporting detail that doesn't fit the following topic Sentence:
 "Responsibility is an important part of being an adult."
 a) They have to depend on themselves.
 b) It is important to be one time for appointments they have agreed to.
 c) They are often late for my appointments.
 d) They must be someone their families and friends can count on.
- Which choice is the correct start for the following sentence?
 that he is quite a handsome young man.
 a) Believed b) He is believed c) It is believed d) He believe
- Which could be the best concluding sentence for the following topic sentence?
 "The capital city of a country is usually a very important city."
 a) Political leaders usually live in the capital.
 b) The government offices are located in the capital city.
 c) Every state must have a capital city.
 d) There are many different types of governments in the world.
- The part of speech that joins words, phrases, or clauses is called
 a) preposition b) a noun c) an adverb d) conjunction
- Which part of speech is incorrect in the following sentence
 "The list of items that my wife want to buy is on the desk."
 a) that b) want c) is d) on
- "You can surf the Internet at any time of the day and buy your goods. You can find and buy products from all over the world". This could be a part of an article entitled
 a) Drawbacks of the internet b) Different ways of studying
 c) Online crimes d) Online shopping
- Which choice is the correct start for the following sentence?
 a lot of homework to finish, I cannot come with you.
 a) Having b) I have c) Because I had had d) Have
- What is the last paragraph in the essay called?
 a) Conclusion b) Body paragraph c) Introduction d) Summary
- Which of these sentences is correct?
 a) I never eat vegetables although I know they're healthily.
 b) I never eat vegetables although I know they're health.
 c) I never eat vegetables although I know they're healthy.
 d) I never eat vegetables although I know they have healthy benefits.
- " from school / had / I / home / returned / when / He asked me."
 The sentence that has the correct order of the words and phrases above is
 a) He asked me when had I returned home from school.
 b) He had asked me when returned I home from school.
 c) He asked me when I had returned home from school.
 d) He asked me when I returned had home from school.

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